
PREPARING MANUSCRIPTS FOR *DEMOGRAPHY*

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For authors who are unable to submit their manuscripts electronically, the guidelines for submitting manuscripts in the traditional way are as follows: Submit two paper copies of the manuscript to the Editorial Office. Send a PDF version of the manuscript by e-mail to the Editorial Office (demography@soc.duke.edu). The Editorial Office acknowledges the receipt of manuscripts by e-mail.

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By action of the P.A.A. Board of Directors, authors must submit a \$25 submission fee, payable to the Population Association of America. This submission fee, payable by credit card, is handled online.

Note that if your paper is selected for publication, you will be required to pay an appropriate page charge to assist in defraying the cost of production. If you had or have a grant or institutional support that assisted your research, you must pay the appropriate page charges (\$20 per page). Order forms will accompany the authors' first page proofs and are also available online (<http://www.popassoc.org/i4a/pages/index.cfm?pageid=3374>). Individuals wishing to request an exemption from page charges must do so in writing to Ann E. Biddlecom, Secretary-Treasurer, in care of the Population Association of America, 8630 Fenton Street, Suite 722, Silver Spring, MD 20910-3812.

General matters of style for *Demography* are below. For more-specific guidelines on style that are not included here, we rely on *The Chicago Manual of Style* (15th edition). Refer to *Merriam Webster's Collegiate Dictionary* (11th) for spelling, hyphenation, and the like.

The text, including the abstract, footnotes, appendices, acknowledgments, and references, must be typed double-spaced with one-inch margins all around. The text should be printed in 12-point typeface for readability. Pages should be numbered consecutively, and the manuscript should be organized as follows: (1) title page with no information that identifies the authors, to ensure anonymity (a title page with identifying information should be prepared in a separate file; see below); (2) abstract; (3) text with footnotes (no tables or figures); (4) appendices; (5) references; (6) tables; (7) figures and figure titles.

LENGTH OF MANUSCRIPTS

Articles should be no more than 8,000 words, excluding references. Include a total of no more than 10 tables and figures, including appendix tables and figures.

TITLE PAGE

The title page should contain the title of the manuscript; the names and institutional affiliations for all authors as they should appear in the published journal; the corresponding author's name, affiliation, address, e-mail address, and telephone and fax numbers. If appropriate, authors may acknowledge, in this order, financial aid in the form of grants or university funding, assistance by colleagues, and any other pertinent information. Place an asterisk after the title, and list acknowledgments at the bottom of the title page in a note marked with an asterisk.

When you send the PDF version of the manuscript to the editorial office, place the title page with authors' names in a separate PDF file so that the manuscript can be distributed without identifying information.

ABSTRACT

An abstract of not more than 200 words should appear on a separate page. It should summarize the research and results, and highlight the importance of the findings. It should not include details about the study population or methods (unless the paper's primary contribution is in its use of sources or methodology), nor should it contain lengthy mathematical expressions or complicated notation.

TEXT

Divide the main body of the article with appropriate section and subsection headings. Do not number headings. Type primary headings, including those for appendices and references, in uppercase letters. Do not use subheadings unless a section can be divided into two or more subsections. Examples of headings are as follows:

METHODS

Example of a primary heading

Independent Variables

Example of a secondary heading

The first paragraph under a new heading begins flush with the left margin. Subsequent paragraphs are indented

Age. Respondents were aged 18–85 . . .

Examples of tertiary headings

Household composition. We distinguished between households on the basis of . . .

Reference Citations

All references listed in the reference section at the end of the manuscript must be cited in the text. Reference citations must include the author's surname and the year of publication, according to the following style.

In a direct citation of a reference, place only the date within parentheses: Cupples (1985).

In an indirect citation of a reference, place both the name and the date within parentheses, with no punctuation between them: (Smith 1980).

In citing particular pages or chapters, a colon follows the date: (Lee 1985:26–27; Ray 1990: chap. 5).

References following direct quotations must include page number(s) of the quote: “On closer investigation, we found this thinking to be fallacious” (Smith and Mundi 1985:209).

For works with two authors, use the full form of citation at all times. For three authors, use the full form only at the first citation; thereafter, use the first author's surname followed by “et al.” For four or more authors, use the first author's surname followed by “et al.” for all citations.

When two or more works by the same author(s) are cited together, do not repeat the name(s). Separate the dates by commas: (Condran 1984, 1985).

When citing more than one reference within parentheses, place them in alphabetical order and separate them with semicolons: (Condran 1984; Cupples 1985; Smith 1980).

With more than one reference to an author in the same year, present them in the reference list in alphabetical order of their titles, and distinguish them in the reference list and text citations by lowercase letters (a, b) attached to the year of publication: (1992a, 1992b).

Personal communications are not included in the reference list, but are cited in the text: (P. Smith, personal communication, March 18, 1995).

Numbers

Spell out numbers one through nine; use numerals for numbers 10 and above. When referring to millions, use numerals before the word “million” (e.g., 3 million; 45 million).

Percentages are always indicated with numerals followed by the symbol %. Write out years in full (e.g., 1972–1976, *not* 1972–76). Refer to page numbers as follows: 1–10; 68–69; 101–102; 115–19; 1003–1008; 1000–23; 1156–89; 1133–209.

In decimal fractions, use a leading zero (e.g., 0.123, *not* .123) unless the number cannot be greater than 1, as in probabilities or correlation coefficients.

Mathematical Material

Long mathematical expressions should be indented on a separate line and should be identified by consecutive Arabic numerals in parentheses flush with the right margin. Short expressions should remain in the text unless there is a need to refer to them elsewhere in the text.

Use italic type for variables in equations and in the text; use bold type for vectors and matrices. Use \times , *not* an asterisk, to indicate multiplication.

Text Footnotes

Use footnotes only when necessary to explain or amplify text. Do not use footnotes to cite materials. Footnotes tend to distract the reader and are expensive to print. As alternatives consider (1) stating in the text that information is available from the author, or (2) adding an appendix.

Footnotes to the text should appear double-spaced in 12-point type. They are identified in the text by superscript numbers, and at the bottom of the page by corresponding superscript numbers.

APPENDICES

Appendices, if used, should contain material that is helpful to readers but not essential to the text. If more than one appendix is used, label the appendices with uppercase letters (e.g., Appendix A, Appendix B).

REFERENCE LIST

All works cited in the text must appear in the reference list. Begin the reference section on a new page with the heading REFERENCES, and double-space the references. Use a hanging indent for each reference: type the first line of each reference flush to the left margin, and indent subsequent lines.

A complete reference lists the author(s), date of publication, title of work, and publication information.

Author(s)

Alphabetize the reference list by the first (or sole) author's surname. Include each author's first initial and, if available, middle initial. The listing of work by a single author precedes the listing of work by that author in collaboration with others. When more than one work is listed for the same author or team of authors, replace the name(s) with a dash and a period for second and subsequent works. List multiple works in chronological order, beginning with the earliest. In works by multiple authors, include all authors' names in the reference list; never simply the first author's name followed by "et al."

If no author is listed for a reference, begin the first entry with the title of the work. Alphabetize by the first word in the title other than "A(n)" or "The."

Date of Publication

The date follows the name(s) of the author(s) and is followed by a period. Works accepted for publication but not yet published are listed as "forthcoming"; this designation may be changed on the page proofs if the work has been published by that time.

Title and Publication Information for Journal Articles

In the title of the article, capitalize the first letter of each major word and prepositions of four or more letters (e.g., With, From, Among). Enclose the title in quotation marks, and end the title with a period before the closing quotation mark. Italicize the title of the journal. Include the volume of the journal; the issue number, when the page numbering of the journal is not continuous (that is, when each issue in the volume begins with page number 1); and the page numbers. Examples follow:

Mundi, G. 1988. "The Fudge Factor in Calculating Birth Rates." *Population Bulletin* 43(5):28–33.

Freedman, V.A. and L.G. Martin. 1999. "The Role of Education in Explaining and Forecasting Trends in Functional Limitations Among Older Americans." *Demography* 36:461–73.

Wilmoth, J.R.. 2005. "On the Relationship Between Period and Cohort Mortality." *Demographic Research*, Vol. 5, article 4:231–80. Available online at <http://www.demographic-research.org/volumes/vol13/11/13-11.pdf>.

Title and Publication Information for Books

Capitalize the first letter of every major word in the book title, including prepositions of four or more letters, and italicize the title. Note when a book is a revised edition or a volume in a series. Cite the city and publisher; specify the state only when the location of the city is not commonly known or when the city could be located in more than one state (e.g., Springfield). Use standard two-letter abbreviations for the names of states and for DC. Examples follow:

Bean, F.D. and M. Tienda. 1987. *The Hispanic Population of the United States*. New York: Russell Sage.

Brown, C., ed. 1987. *Going Home Again*. Springfield, IL: Freewheeling Press.

———. 1989. *Internal Migration Patterns in the United States*. 4th ed. Lexington, MA: Lexington Books.

Brown, C. and L. Dorsi. Forthcoming. *Moving to the Suburbs*, Vol. 2. Washington, DC: Bourgeois.

Reference format for a book with no author's name. Use the following format:

Kenya Fertility Survey, 1978: Standard Recode, Version 3. 1977. London: International Statistical Institute.

Reference format for an item in an edited volume. Use the following format:

James, D.R. and K.E. Taueber. 1985. "Measures of Segregation." Pp. 1–32 in *Sociological Methodology 1985*, edited by N. Tuma. San Francisco: Jossey-Bass.

Unpublished or Obscure Works

Demography discourages references to unpublished or obscure works. If reference to an unpublished manuscript is necessary, however, type the title in upper- and lowercase letters, within quotation marks, and close with a period before the closing quotation mark. Next, note the type of document (e.g., unpublished doctoral dissertation, unpublished technical report, working paper, technical report, unpublished manuscript, photocopied document) and the sponsoring body or repository. If this body or repository is a university, include the department or division name; if a corporation or other institution, include the location. The following is an example of this type of reference:

Haveman, R., B. Wolfe, and J. Warlick. 1985. "Behavioral Responses to Social Security Retrenchment: Estimates From a Trichotomous Choice Model." Discussion Paper 789-85. Institute for Research on Poverty, University of Wisconsin.

Machine-Readable Data Files

Use the following format:

Ruggles, S., M. Sobek, T. Alexander, C.A. Fitch, R. Goeken, P.K. Hall, M. King, and C. Ronnander. 2004. *Integrated Public Use Microdata Series: Version 3.0* [Machine-readable database]. Minneapolis, MN: Minnesota Population Center [producer and distributor]. Available online at <http://usa.ipums.org/usa/>.

TABLES

Tables are numbered consecutively in the order in which they are cited. Thus, each table must be cited in the text. Each table should appear on a separate page at the end of the manuscript. In page layout, tables are placed in sequence as close as possible to their first citation in the text.

Each table must have a brief descriptive title (e.g., Table 1. Indices of Urban and Metropolitan Concentration for the United States: 1950–1980). Every column, including the stub column, must have a brief heading that identifies the content. The heading should not be much wider than the longest entry in the column. You may use standard abbreviations without explanation (e.g., "no." for number); explain abbreviations of other terms in a note to the table. Sometimes a straddle heading (as in the example below) is appropriate to avoid repeating the same word in two column heads. Avoid using bold or italic type within the body of the table.

Separate headings from the title using a horizontal rule covering the width of the table; separate straddle heads from the column heads using a single horizontal rule straddling only the pertinent columns; separate column heads from the body using a horizontal rule covering the entire width of the table. Do not use vertical

rules anywhere in the table; do not use horizontal rules in the body of the table. Close the body of the table with a single horizontal rule covering the width of the table.

Standard errors, standard deviations, *t* statistics, and the like may be displayed in parentheses below the coefficients, with a note that identifies these numbers (see the example below). Otherwise, they can be placed in separate columns with appropriate labels.

When you must give additional information to clarify the table, use notes beneath the rule closing the body of the table. Notes should follow the order presented in the example below. Levels of significance are indicated as below, with either a dagger for $p < .10$ or the appropriate number of asterisks for p values of .05, .01, and .001; for example, always use one asterisk for $p < .05$, even if other p values are not listed.

Table 1. Example of a Table Formatted According to *Demography's* Style^a

Measure	Period			
	1945–1950	1955–1960	1965–1970	1970–1975
Measure 1 ^b	0.0123 [†] (0.0012)	0.0234* (0.0023)	0.0345** (0.0034)	0.0456*** (0.0045)
Measure 2 ^b	0.0567 [†] (0.0056)	0.0678* (0.0067)	0.0789** (0.0078)	0.0890*** (0.0089)

Note: Numbers in parentheses are standard errors.

Source: From authors calculations of XYZ data.

^aSee the description above or a current issue of *Demography* for style specifications.

^bSee text for detailed definition of measures.

[†] $p < .10$; * $p < .05$; ** $p < .01$; *** $p < .001$

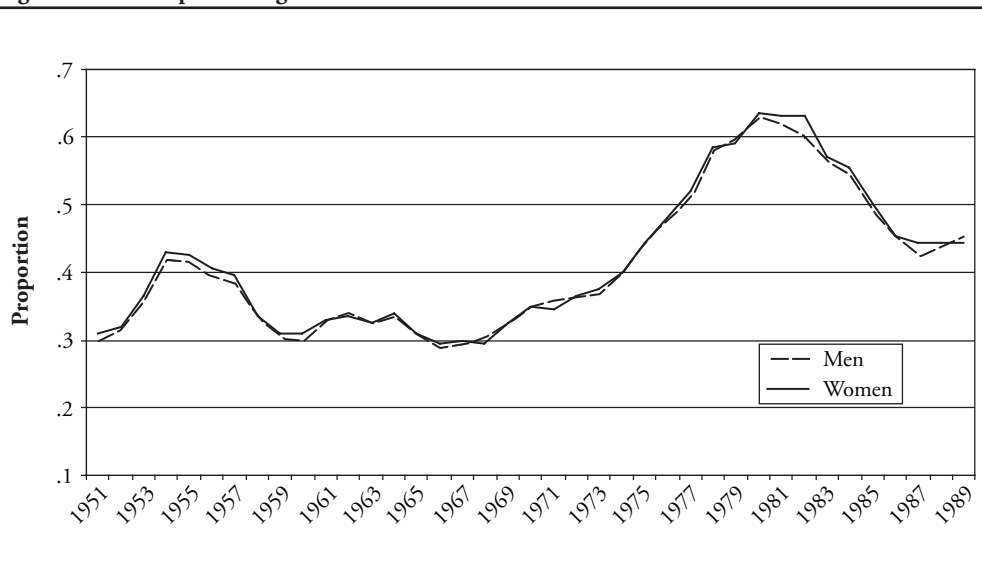
FIGURES

Each figure must have a title. Number the figures consecutively as they are cited in the text. Describe the figures clearly: the combined information of the figure legend and the text in the body of the paper should provide a clear, complete description of the figure. Generally it is a good idea to include the key to symbols in the legend, to avoid cluttering the display. Define abbreviations in the legend.

Type the text within the figures in upper- and lowercase letters, not in all uppercase letters. Use Garamond 8.5-point (or Times New Roman, if Garamond is not available) font for text. Use Garamond 9-point bold (or Times New Roman) for axis labels. Use 1-point weight for lines. See the example below.

Authors of accepted papers will be asked to submit their figures electronically. Acceptable file formats include (1) EPS, (2) PDF, and (3) Excel files. The graphics files must be editable.

Figure 1. Example of a Figure



COPY-EDITING

Manuscripts are copy-edited for style, consistency, and clarity. In addition to the few details listed in this style guide, we rely on the *Chicago Manual of Style* (15th edition) and *Merriam Webster's Collegiate Dictionary* (11th). We view the copy-editing process as cooperative: we read the articles with a fresh perspective; edit for style, accuracy, and consistency; and suggest ways to improve the article. We expect that authors will likely have alternative suggestions and that we'll need to negotiate changes. Still, to maintain a sense of consistency in the journal, we stick close to our style guide.

To maintain consistency and adhere to house style, copy-editors typically maintain a style sheet, a listing of conventions used for spelling, capitalization, hyphenation, punctuation, and so on. Some authors may find it useful to see our current style sheet, which is shown below.

A

acronyms: spell out on first mention

African American: not hyphenated. Avoid switching between this and “black”; choose one term.

ages (range): use, for example, “20- to 30-year-olds,” rather than something like “20-to-30 year olds”)

B

black: lowercase—not initial uppercase. Avoid switching between this and “African American”; choose one term.

C

capitalization in heads and titles: capitalize the first word, the first word following a colon or a dash, all words except prepositions of less than four letters (of, on), articles (a, an, the), and coordinating conjunctions (and, but, or, nor)

census (U.S. census; 1990 census)

Census 2000

Census Bureau

centuries: spell out (“twentieth century,” not “20th century”)

cf.: use only in parentheses and do not follow with a comma (cf. Artman 2008)

colon: use only after a complete sentence (e.g., “The data were incomplete: no conclusion could be drawn.”); do not capitalize a sentence following the colon

comma—use serial comma (e.g., “one, two, and three”; not “one, two and three”)

compare to: to liken two or more things or to put them in the same category (e.g., “Scientists compare the brain to a computer.”)

compare with: when evaluating two things relative to each other (e.g., “Scientists compare treatment methods with delivery systems.”)

C (cont.)

coresident

cross-sectional analysis: hyphenate when compound adjective that precedes the noun it modifies

cross section: not hyphenated when a noun

D

data: plural (“The data are presented . . .”)

database

data set

dummy/dummies: change to dummy variable(s)

E

East Coast; east of the Mississippi River

e.g.: use only in parentheses (e.g., like this); spell out otherwise

eigenvalue/eigenvector (don't hyphenate)

e-mail

em-dash (—): may be used instead of parentheses for parenthetical information in the text; do not use spaces on either side of the em-dash

en-dash (–): for ranges of page numbers, years, and other values; also use for negative signs (e.g., 25–30; 1990–1995; –0.35)

endnotes: convert to footnotes

etc.: do not use; instead, use an alternative like “and so on,” “and the like,” or precede the list with “for example”

event-history

F

fixed-effects models (but fixed effects as a noun)

footnotes: use only when necessary; don't use simply to cite references.

F (cont.)

foreign terms: italicize, unless it is a commonly used foreign term listed in the dictionary; when a foreign term is mentioned many times throughout the manuscript, italicize it only on the first mention

F test (not *F*-test)

G**H**

hyphenation: in general, hyphenate compound adjectives that precede the noun they modify (“never-married men,” but “men who were never married”); in general, do not hyphenate common prefixes (co-, non-, post-, pre-, sub-), but hyphenate when they precede a proper noun (as in non-Hispanic).

I

i.e.: use only in parentheses (i.e., like this); spell out otherwise

inter: don’t hyphenate (interpersonal)

J**K****L**

leading zeros used only when the number has the potential to be greater than 1 (not in correlation coefficients or probabilities)

life cycle

lifestyle

life table

M

matrices: appear in bold type

multi: don’t hyphenate (multilevel, multistage, multistate)

N

non: in general, don’t hyphenate (nonresident)

O

OLS; spell it out on first mention

overrepresent (don’t hyphenate over-)

P

parentheses should surround numbered or lettered points in the text: (1) or (a); not 1) or a)

percent should be % when used with a number (15% of respondents)

person-year

P (cont.)

post: in general, don’t hyphenate (postdivorce)

p value (not *p*-value)

Q

quotation marks: periods and commas appear inside quotation marks; colons, semicolons, question marks, and exclamation points appear outside quotation marks. An exception is when the question mark or exclamation point are part of the quotation (She asked, “What style do you follow?”).

R

race/ethnicity and racial/ethnic: make the terms parallel

random-effects models (but random effects as a noun)

re: in general, don’t hyphenate (reestimate)

S

section numbers: do not use

since: acceptable to use for “because” as long as it won’t be confused as a temporal term in a nontemporal context (e.g., don’t use in “Since the style guide was so widely used in the 1990s . . .”)

socioeconomic/sociodemographic: do not hyphenate

spaces: use only single spaces between words and sentences

standard error: spell out standard error in text; in parenthetical material, when referring to a particular value, abbreviate and italicize (*SE* = 0.013)

sub: don’t hyphenate (subgroup, subsample)

T

tense: always use past tense in discussing previous studies and events that occurred in the past (“Smith et al. found . . .”; “The respondents reported . . .”); present tense is acceptable for discussing current research (“We draw our data from . . .”; “We find that . . .”), as long as its use is consistent

that versus which: use “that” in restrictive clauses (“The data that we use are taken from the CPS.”)

t test (not *t*-test)

U

under: don’t hyphenate (underrepresent)

United States: spell out when used as a noun (e.g., “in the United States . . .”)

U.S.: abbreviate when used as an adjective (e.g., U.S. residents)

V

variables: appear in italic type

vectors: appear in bold type

versus: spell out; abbreviation (vs.) acceptable in
parenthetical material

W

Wave 1 of the survey; first wave of the survey

Web site

well-being

which versus that: use “which” in nonrestrictive
clauses (“The data from the first survey wave,
which were subject to bias, were omitted from
the analysis.”)

X

Y

Z

z score (not *z*-score)